

# HOW TO DOWNLOAD AND UPLOAD FILES ON EPIC LA (BUILDING & SAFETY)

The screenshot shows the EPIC LA website interface. At the top, the URL is <https://epicla.lacounty.gov/>. The header includes the EPIC LA logo, the text "Los Angeles County - Electronic Permitting & Inspections", and the County of Los Angeles seal. A navigation menu contains links for "Apply", "Transportation", "Building Permit Help", "Customer Survey", "Map", "Pay Invoices", "Search", "Help", and "Calendar". The user is logged in as a "Guest".

A central "Log In" form contains the following fields and options:

- Username**: A text input field.
- Password**: A text input field.
- Remember Me**: A checkbox.
- Log In**: A blue button.
- Below the button are links: "Forgot your password? [Reset it](#)", "Forgot your username? [Email it](#)", and "Don't have an account yet? [Register Here](#)".

Two callout boxes provide instructions:

- A green callout box on the left says: "To log in, enter your username and password".
- An orange callout box on the right says: "If you forgot your password, username, or have not registered, use the appropriate links here".

## My Work – My Permits

The screenshot displays the 'My Work' section of a web application. The navigation bar includes 'Home', 'Dashboard', 'Apply', 'My Work', 'Today's Inspections', 'Transportation', 'Building', and 'Calendar'. The 'My Work' section has two tabs: 'MY INVOICES' and 'MY PERMITS'. A search bar is located above a table of permits. The table has columns for Permit Number, Project, Address, Permit Type, Status, and Attention Reason. A green callout points to the permit number 'UNC-BLDR' in the table, and an orange callout points to the search bar.

You can use the search bar to narrow down your list of permits here

Click on the link of the permit you would like to upload files to or download files from

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">UNC-BLDH</a>			Hotel/Motel New Construction Building Permit - County	Attention, Pending	Fail <a href="#">Failed Reviews</a>
<a href="#">UNC-BLDM</a>				Attention, Pending	<a href="#">Unpaid Fees</a>
<a href="#">UNC-BLDR</a>				Attention, Pending	Fail <a href="#">Failed Reviews</a>
<a href="#">UNC-GRAD</a>				Attention, Pending	Fail
<a href="#">UNC-SOLR</a>			Ground Mount Solar	Attention, Pending	Fail <a href="#">Failed Reviews</a>

After logging in, click on “My Work” and then click on the “My Permits” tab to see permits your account is linked to. Find the appropriate Permit Case number and click the number to open it

## Permit Case – Attachments Menu (Download)

The screenshot shows a web interface for a permit case. At the top, there are navigation links: "Permit Details | Tab Elements | Main Menu". Below this, a header section displays "Type: Residential New Construction Building Permit - County", "Status: In Review", and "Project Name:". A horizontal menu contains several options: "Summary", "Locations", "Fees", "Reviews 1", "Inspections", "Attachments", "Contacts", "Sub-Records", "Holds", "Meetings", and "More Info". The "Attachments" menu item is highlighted with a green box. A green callout bubble points to it with the text: "Select the 'Attachments' menu to find the case files". Below the menu, there are navigation links: "Attachments | Next Tab | Permit Details | Main Menu". The main content area is titled "Attachments" and shows three items. The first item is an "Attachment" with a PDF icon, titled "1st Submittal - With Corrections.pdf", uploaded on 11/26/2019, with a note: "Notes: 1st corrections from plan checker". This item is highlighted with an orange box, and an orange callout bubble points to it with the text: "Click the link of the file to download. Please make sure you have browser pop up blockers disabled". The second item is a "Building Plan" with a PDF icon, titled "1st Submittal\_v1.pdf". The third item is a blue "Add Attachment" button with a dropdown menu set to "Supporting Document".

If you do not see files, verify that you are logged in on the top right corner of the page

## Permit Case – Attachments Menu (Upload)

The screenshot displays the 'Attachments' menu for a permit case. At the top, a navigation bar includes tabs for Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments (highlighted in blue), Contacts, Sub-Records, Holds, Meetings, and More Info. Below the navigation bar, there are links for 'Attachments', 'Next Tab', 'Permit Details', and 'Main Menu'. The main heading is 'Attachments', and a 'Sort' dropdown menu is set to 'Needs Action'. Two existing attachments are shown as cards: 'Attachment' (file: 1st Submittal - With Corrections.pdf, uploaded 11/26/2019, notes: 1st corrections from plan checker) and 'Building Plan' (file: 1st Submittal\_v1.pdf, version: 1, status: Under Review). A blue 'Add Attachment' modal is open, featuring a dropdown menu currently set to 'Supporting Document', a large white plus sign in a blue box, and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx. Two callout boxes provide instructions: an orange one pointing to the dropdown menu says 'Select the category prior to selecting file', and a green one pointing to the plus sign says 'Click to find a file to add from your computer'. A 'Submit' button is located in the bottom right corner of the interface.

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▼

**Attachment**  
1st Submittal - With Corrections.pdf  
Uploaded: 11/26/2019  
Notes: 1st corrections from plan checker

**Building Plan**  
1st Submittal\_v1.pdf  
Version: 1  
Status: Under Review

**Add Attachment**  
Supporting Document ▼  
+  
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

Select the category prior to selecting file

Click to find a file to add from your computer

Submit

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▾



**Supporting Document**

Calculations.pdf

Size: 3.06 KB

[Remove](#)



**Attachment**

[1st Submittal - With Corrections.pdf](#)

Uploaded: 11/26/2019

Notes: 1st corrections from plan checker



**Building Plan**

[1st Submittal\\_v1.pdf](#)

Version: 1

Status: Under Review

Supporting Document ▾

**Add Attachment**

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

**To upload your new file, click "Submit"**

[Submit](#)

**If you selected the wrong file, you can remove the file you selected prior to clicking "Submit"**

After uploading your files, it is strongly recommended that you contact your plan checker that new files have been added to the case.